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2015 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons

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English only

New York, 27 April-22 May 2015

Information for participation by non-governmental organizations

The present document provides preliminary information for non-governmental organization participants in the 2015 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons. Additional information will be provided closer to the date of the Review Conference. As documentation becomes available, it and other information will be posted on the website of the Review Conference (www.un.org/en/conf/npt/2015/).

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I. Dates and venue

1. In accordance with a decision taken at the second session of the Preparatory Committee for the 2015 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons, the Review Conference will be held in New York from 27 April to 22 May 2015.

2. The general debate will begin at 10.30 a.m. on Monday, 27 April, in the General Assembly Hall at United Nations Headquarters.

II. Attendance

3. Based on the practice of the previous review conferences and on the relevant rules of procedure of the 2010 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons, which will apply provisionally to the 2015 Review Conference until a final decision on the matter is taken, representatives of non-governmental organizations will be allowed, upon request, to attend the meetings of the Review Conference other than those designated closed, to be seated in the public gallery, to receive documents of the Review Conference and, at their own expense, to make written material available to the participants. Consistent with the Final Document of the 2000 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons, a meeting will be allocated for non-governmental organizations to address the Review Conference.

III. Practical arrangements for accreditation, registration and issuance of identification badges

Accreditation

4. All requests for accreditation must be received by the Secretariat before **6 March 2015**. Such requests should be made through the United Nations Civil Society Network (CSO-Net) by completing an online accreditation form available at http://bit.ly/1zogseC.

5. Please follow the instructions on the above-mentioned website. It is advisable to first check whether your organization already has a profile in CSO-Net by searching the profile database at http://esango.un.org/civilsociety.

6. If your organization is not part of CSO-Net, please create your organizational profile at http://bit.ly/1hqZ000.

7. In so doing, please ensure that you select "ECOSOC consultative status" at "Main objective", regardless of your status with the United Nations, to ensure that the information is transmitted to the CSO-Net administrator. This is for database management purposes only.

8. Those non-governmental organizations that have requested accreditation as stated above will be informed by the Secretariat by e-mail by **13 March 2015** of the outcome of their request. Please bear in mind that individuals requesting accreditation, as well as those planning to attend side events, must be at least 18 years of age. For questions relating to accreditation, please contact Ms. Soohyun Kim (kim12@un.org).

Registration and issuance of identification badges

9. Incomplete registrations and registrations received after the deadline will not be processed. The Secretariat can no longer grant last-minute requests from non-governmental organizations for guest or visitor passes.

10. The registration process involves two steps: online pre-registration and on-site registration of representatives.

11. Online pre-registration will be available to organizations whose accreditation has been provisionally approved. Those organizations are to pre-register online their representatives who will attend the Review Conference by **10 April 2015**.

12. The link to the pre-registration page will be contained in the e-mail notifying organizations of the status of their accreditation. Upon completion of pre-registration, please download a personal registration form and the confirmation letter with the United Nations logo and bring them with you to the on-site registration counter, where access badges will be provided.

13. The on-site registration counter is located on the left side of the lobby of the General Assembly Building (access through the entrance at 46th Street and 1st Avenue). The counter will be open as follows:

Sunday, 26 April 2015	10 a.m.-2 p.m.	
Monday, 27 April 2015	8 a.m.-12.30 p.m.	2-4 p.m.
Tuesday, 28 April 2015-Friday, 1 May 2015	9 a.m.-12.30 p.m.	2-4 p.m.

14. For questions relating to registration, please contact Ms. Soohyun Kim (kim12@un.org).

IV. Facilities

15. To facilitate the participation of non-governmental organizations in the Review Conference, Conference Room C will be made available for use by all accredited non-governmental organizations for their meetings, briefings and side events and for the distribution of official conference documents to their representatives. The non-governmental organization point of contact, Ms. Ray Acheson, will be responsible for the allocation of time and availability of Conference Room C for non-governmental organization briefings and meetings. Her contact details are provided in section VIII.

16. Non-governmental organizations are solely responsible for delivering, storing, distributing and removing their materials (including documents), as well as for all related costs. The Secretariat does not receive or store any materials on behalf of non-governmental organizations. Non-governmental organizations are advised to ensure that boxes or any other containers can be easily opened for security inspection, if requested. The Secretariat will authorize the removal of materials judged to be inappropriate.

V. Documentation

17. Official documents and statements of the Review Conference will be posted on its website (http://www.un.org/en/conf/npt/2015/).

18. Non-governmental organizations will be allowed to display documents and other information materials on designated tables located in the Economic and Social Council Chamber and the Trusteeship Council Chamber. A copy of each document should be provided to the Secretariat through the non-governmental organization point of contact before public display.

VI. Presentations

19. Without prejudice to a decision by the States parties as to the programme of work of the Review Conference, it is tentatively expected that a meeting for non-governmental organization presentations will be held on 1 May 2015 from 3 to 6 p.m. As in the past, non-governmental organizations are requested to coordinate among themselves in deciding which representatives will address the Review Conference at that time. The designated non-governmental organization point of contact will provide a confirmed list of speakers, as well as a set of 15 copies of each presentation, to the Secretariat not later than 3 p.m. on 30 April 2015.

VII. Side events and exhibits

20. Side events that can be accommodated within the room allocated to non-governmental organizations will also be scheduled by the non-governmental organization point of contact. To coordinate the calendar of events held in the margins of the Review Conference, the Secretariat would be grateful to receive advance information on events planned by non-governmental organizations. It is important that this information be relayed as soon as possible, in particular should assistance be needed from the Secretariat to facilitate the arrangements.

21. Any request for side events must specify the list of all necessary technical equipment and services. The provision of some technical equipment and services will need to be paid for by the requesting non-governmental organization. Non-governmental organizations must ensure that lecturers, presenters, speakers or any other invitees to their side events have valid security identification badges or otherwise register them as members of their own delegations to the Committee. The information should be transmitted to the Secretariat by the non-governmental organization point of contact by 20 April 2015.

22. Limited space is available for exhibits at the curved wall space on the first floor of the Conference Building and the delegates' entrance.

23. Please contact Ms. Cassandra Price Taveras (pricec@un.org) to enquire about the availability of exhibition space and relevant details.

VIII. Point of contact

24. The Secretariat has been informed that the designated non-governmental organization point of contact in connection with participation by non-governmental organizations in the Review Conference is as follows:

Ms. Ray Acheson
Reaching Critical Will
777 United Nations Plaza, 6th Floor
New York, NY 10017, United States of America
Tel: 1 212 682 1265
Fax: 1 212 286 8211
E-mail: ray@reachingcriticalwill.org

IX. Letters of invitation and visas

25. The United Nations is not in a position to provide letters of invitation or letters to consulates requesting that representatives of non-governmental organizations be provided with visas for travelling to the United States to attend the Review Conference. It is the responsibility of such representatives to make their own arrangements for visas, travel and related costs.

Checklist for representatives of non-governmental organizations	*Deadline*
Requests for accreditation sent to the Secretariat through CSO-Net	6 March 2015
Notification sent by e-mail from the Secretariat to representatives informing them of the status of their request	13 March 2015
Pre-registration online for provisionally accredited representatives	10 April 2015

X. Accessibility services for persons with disabilities

26. The United Nations has established an accessibility centre located at level 1B of the Conference Building, reachable by the Secretariat escalators, as a part of the conference-servicing facilities of the Department for General Assembly and Conference Management. It is aimed at enabling greater participation by persons with disabilities in intergovernmental processes and meetings at the United Nations. State-of-the-art assistive technologies for persons with visual, audio and mobility impairments are available at the Centre. The devices include desktop magnifiers, screen readers, braille and other assistive keyboards, portable Daisy players, hearing aids, bone conduction headsets, specialized mouse and braille note takers. It will also be possible to charge wheelchairs at various locations in the conference facilities. Trained staff will be available to provide assistance in using the devices available from the Centre.

27. Among measures to make the United Nations more accessible for persons with disabilities, the *Journal of the United Nations* has been made accessible by screen readers for persons with visual impairments. Security Council and General Assembly verbatim records are also being made screen reader friendly. Many parliamentary documents are made accessible upon request. To facilitate the identification of such documents, each bears an accessibility logo. The PaperSmart meetings-servicing portal is compliant with the Web Content Accessibility Guidelines. Braille prints are made available, upon request, in the six official languages of the United Nations.